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Collections Work Team Charges

Collections Work Team (formerly Collections  
Committee)

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5-2015

# Collections Work Team Charge

Zach S. Henderson Library

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**Collections Work Team**  
**Charge Approved: May 2015**

**Charge:** This team monitors collection trends in libraries, including formats and library spaces; addresses collection locations, ease of collection access for library users; discusses specific collection concerns including Special Collections, ARC collections, audio-visual collections, and others. The team is also concerned with preservation and disaster preparedness for collections.

**Membership** is open to all interested library personnel, but will include:

1. Access Services Department Head
2. Assistant Access Services Department Head
3. Access Services Evening Supervisor Library Technical Assistant
4. Access Services Shelving Supervisor
5. Information Services Librarian, appointed by ISD Head
6. Government Documents Librarian
7. Government Documents Library Technical Assistant
8. Catalog Librarian
9. Metadata Quality Manager
10. C&RS Department Head
11. Collection Development Librarian
12. Systems Librarian

**Process Notes:** The team coordinator(s) will be selected by the team members for a specified period of time; terms may be renewed. Each summer the team membership will be reviewed and library personnel will be invited to volunteer to be members, or asked if they wish to rotate off the team.

Team meeting agendas will be prepared in advance and sent to Zach-1, with an invitation for interested personnel to attend as visitors. Meeting essence notes, consisting of a brief summary of topics addressed, will be distributed via Zach-1 and archived in Digital Commons. Team decisions must be ratified by the library faculty in the form of recommendations that are distributed at least three days before the library faculty meeting when the recommendations are to be considered.